

**DE 88, PAYROLL TAX DEPOSIT REV. 14 (3-01)
PRINTING SPECIFICATIONS
COMPUTER OR LASER GENERATED ALTERNATE FORMS**

These specifications reflect the latest revision of the DE 88. The Employment Development Department (EDD) is now using new equipment to process tax forms and the following requirements and restrictions are necessary for accurate processing of your tax deposits:

Computer or Laser Generated Alternate Forms Only:

- Target Marks/Identifier String or a Form Identifier String is now required on alternate formats.
- DE 88 alternate format must be printed with black ink. If possible, use non-ferric ink as ferric ink contains metal which interferes with our automated mail sorting equipment.

Sample alternate DE 88s are included in these specifications. Please do not try to align your alternate format with the enclosed samples as reproduction has caused distortion. We have enclosed DE 88 Alls for you to use to verify your alternate format alignment.

ALL FORMS MUST BE SUBMITTED FOR APPROVAL PRIOR TO USE

Please submit twenty-five original test samples for testing and approval. We will report the results to you within two weeks. Address the test samples to:

Employment Development Department
Alternate Forms Coordinator
Information Management Group, MIC 96
P. O. Box 826880
Sacramento, CA 94280-0001

For express mail, make sure my phone number (916) 255-0649 is on the airbill. The street address is:

Employment Development Department
Alternate Forms Coordinator
Information Management Group, MIC 96
9815-C Goethe Road
Sacramento, CA 95827

GENERAL REQUIREMENTS AND INFORMATION

Form Size: The 3-01 DE 88 coupon is 8 inches wide by 3 4/6 inches high. Alternate form samples submitted to EDD must be cut cleanly to these dimensions. If the alternate forms submitted for testing and approval are not cut to the required dimensions, new test samples will be requested.

NOTE: We have found that our new equipment will jam if the bottom and right edge are not cut straight. Please verify that these edges are straight before submitting your DE 88 alternate format with your deposit.

Ink: Use black ink only. If possible, use non-ferric ink as ferric ink contains metal which interferes with our automated mail sorting equipment.

Display of Numbers: Right justify the numbers in the payment amount fields.
Do not use commas or dollar signs.

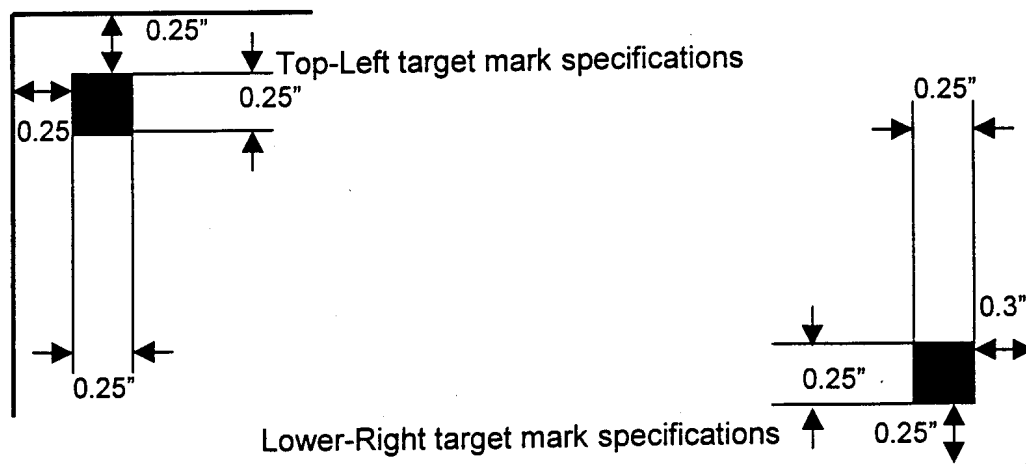
Font Size: Please use 10 or 12 point Courier or Helvetica font to print the data to be captured indicated by an asterisk in the print and line instructions. The instructions on pages 3 and 4 show the correct font type and size for the Identifier String and Form Identifier String.

Alignment: The top of the form is zero, the bottom line is 22, the left perforation is print position zero and the right perforation is print position 80.

TARGET MARKS AND IDENTIFIER STRING **Computer or Laser Generated Alternate Forms Only:**

Target Marks: Two target marks are placed at the Top-Left and Lower-Right corners to help EDD equipment de-skew the scanned forms. The upper left-hand target mark is 1/4 inch (0.25) square and positioned 1/4 inch off the top and left paper edge. The lower right target mark is 1/4 inch (0.25) square and positioned 1/4 inch off the bottom and 5/16 inch (0.3) off the right paper edge.


The following is a sample of the correct placement of the target marks on the alternate DE 88 form:



Identifier String: If you are making a Payroll tax Deposit and you have an employer account number, or if you have "applied for" employer account number, submit your alternate format with the unique Identifier String. The Identifier String is used to identify form types and account numbers (or applied for one's). If you have the California account number, the correct format for the Identifier String is "00880198NNNNNNNN". N's represent the California employer account number. If you do not have a California account number, the correct format for the Identifier String is "0088019800000000". 0's represent the "applied for" California employer account number. Print in the OCR A 12pt bold font (or Courier 12 font if OCR A is unavailable). The print and line positions for the Form Identifier String are listed below:

ITEM	PRINT LINES	PRINT POSITIONS	PRINT FORMAT
Identifier String	18	21 thru 36	00880198NNNNNNNN or 0088019800000000

The following is a sample of the correct position for the Identifier String on the alternate DE 88 form with a California employer account number:

									
0 6 3 0 0 1				NB	X	UI	0 0		
				SW	X	ETT	0 0		
SAMPLE COUPON				Mthly	X	DI	2	3	7 6 4 0 6 6
CA CORP				Qrtly	X	PIT	3	9	3 5 8 0 9 2
EDD 99999				012		PEN	6	3	1 2 2 1 1
1	2	3	4	5	6	7	4		
EMPLOYMENT DEVELOPMENT DEPT						INT	7 6 0 3 0		
						TOT \$	6	9	5 1 0 3.9 9
0088019812345674									
PREPARER				PHONE NUMBER					
DE 88 Rev. 14 (3-01)									

The following is a sample of the correct position for the Identifier String on the alternate DE 88 form with a "Applied for" California employer account number:

0 3 3 1 0 1		NB	X	UI	0 0	
		SW	X	ETT	0 0	
SAMPLE COUPON		Monthly	X	DI	2 3 7 6 4 0 6 6	
CA CORP		Quarterly	X	PIT	3 9 3 5 8 0 9 2	
EDD 99999				PEN	6 3 1 2 2 1 1	
0 0 0 0 0 0 0		0 1 1		INT	7 6 0 3 0	
EMPLOYMENT DEVELOPMENT DEPT				TOT \$	6 9 5 1 0 3.9 9	
0088019800000000						
PREPARER	PHONE NUMBER					
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Note: To properly identify those remittances without California Employer Account Numbers, EDD needs you to provide the following:

Owners Name DBA Mailing Address or FEIN (if available)

See page 5 of the specifications for the correct placement of this information on the alternate form.

ITEM	PRINT LINES	PRINT POSITIONS	PRINT FORMAT
TARGET MARKS	See page 2.		
Payroll Date*	5	21, 23, 25, 27, 29, 31	M M D D Y Y*
Employer Name	8	6 thru 33	NAME
Employer DBA	9	6 thru 33	DBA
Employer Address or FEIN (Print on "No Employer Acct No." coupons only)	10	6 thru 33	MAILING ADDRESS or FEIN
Employer Approval Number (Assigned by EDD)	11	6 thru 15	EDD 99999
Employer Account Number	13	13, 15, 17, 21, 23, 25, 27, 31	N N N N N N N N* 00000000 IF ACCT # IS "APPLIED FOR"
Year/Quarter	13	42, 44, 46	Y Y Q*
EDD (for return envelopes)	15	17 thru 49	EMPLOYMENT DEVELOPMENT DEPARTMENT

Payment Type: Print X only by payment being reported and display the titles in a small font. Print the X at 10 positions per inch. DO NOT USE BOLD PRINT.

Next Banking Day X (Abbreviate title to NB)	5 5	40 thru 42 46	NB X*
Semi Weekly X (Abbreviate title to SW)	7 7	40 thru 42 46	SW X*
Monthly X (Abbreviate title to Mtly)	9 9	40 thru 42 46	Mtly X*
Quarterly X (Abbreviate title to Qrtly)	11 11	40 thru 42 46	Qtly X*

ITEM	PRINT LINES	PRINT POSITIONS	PRINT FORMAT
*Indicates data captured by OCR scanners.			
Unemployment Insurance	5	51 thru 53	UI
UI Amount	5	61, 63, 65, 67, 69, 71, 73, 75, 77	NNNNNNNNNN*
Employment Training Tax	7	51 thru 53	ETT
ETT Amount	7	61, 63, 65, 67, 69, 71, 73, 75, 77	NNNNNNNNNN*
Disability Insurance	9	51 thru 53	DI
DI Amount	9	61, 63, 65, 67, 69, 71, 73, 75, 77	NNNNNNNNNN*
California PIT	11	51 thru 53	PIT
PIT Amount	11	61, 63, 65, 67, 69, 71, 73, 75, 77	NNNNNNNNNN*
Penalty	13	51 thru 53	PEN
Penalty Amount	13	61, 63, 65, 67, 69, 71, 73, 75, 77	NNNNNNNNNN*
Interest	15	51 thru 53	INT
Interest Amount	15	61, 63, 65, 67, 69, 71, 73, 75, 77	NNNNNNNNNN*

ITEM	PRINT LINES	PRINT POSITIONS	PRINT FORMAT
*Indicates data capture by OCR scanners.			
Total Paid	17	51 thru 53	TOT
Dollar Sign	17	57 thru 58	"\$" (Use OCR B 18pt)
Decimal	17	74 thru 75	"." (BOLD)
Total Amount	17	59, 61, 63, 65, 67, 69, 71, 73, 75, 77	NNNNNNNNNN*
Identifier String	See page 3.		
Preparer and Phone Number	22	3 thru 36	Any font is acceptable, but do not extend beyond print position 36 to the right.
Revision Number (Reduced font is necessary – there should be 2/8 inch clearance around lower right target mark)	21	60 thru 68	DE 88 Rev. 14 (3-01)

Quarterly – This DE 88 coupon type is used only at the end of the quarter to make UI and ETT payments and to pay any DI and PIT not previously deposited. The correct method of completing the quarterly DE 88 coupon is as follows:

- Include the last day of the quarter in the PAYROLL DATE field
- Mark the QUARTERLY payment period
- Include the correct year and quarter in the YEAR/QUARTER field

The last date of the quarters for 2001 are:

- 1st Quarter – 033101
- 2nd Quarter – 063001
- 3rd Quarter – 093001
- 4th Quarter – 123101

If you have any questions, please contact the Alternate Forms Coordinator at (916) 255-0649.